InterscopePlus User Manual

(Electrical Inspections and Certificates - Release 1.6)

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I. Overview

Interscope was originally created in 1999 for the State Construction Office for internal use in tracking projects as they moved through the office. In 2012, the decision was made to incorporate the functionality of the University System's "CAPSTAT" Capital Project Status software into Interscope, and then further to create a state-wide Capital Project System that would be used by the University System, Community College System, and all State Agencies. InterscopePlus is now that system. Screen representations shown throughout this manual currently reflect the Interscope system label, but will be subsequently modified to reflect the new name.

InterscopePlus is designed to track the life cycle of Capital Projects from the time they are authorized until they are closed out, including funding sources and HUB data. It is not intended to be an accounting system.

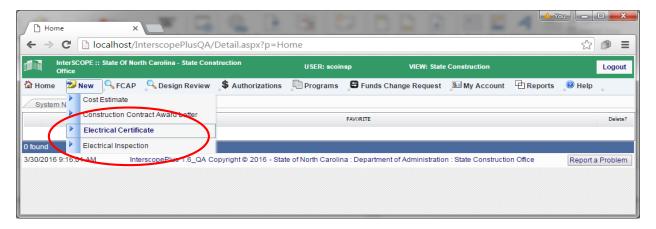
This addendum to the User Manual covers the entry, update and submission of Electrical Inspections and Certificates.

The intended user base for these features are the electrical inspectors that are employees of the State Construction Office and the electrical contractors involved in the associated capital improvement projects.

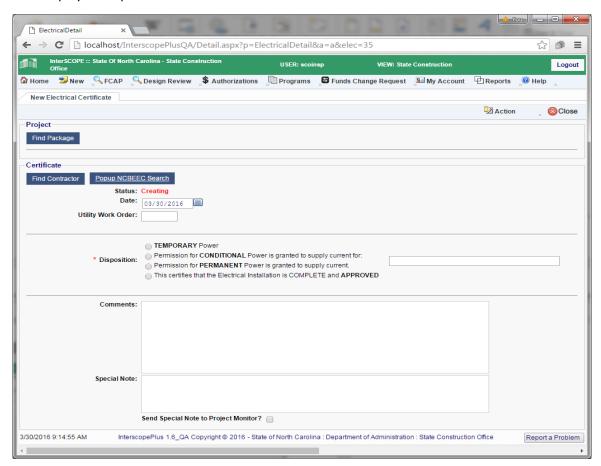
II. Creating an Electrical Certificate or Inspection

Step 1 – Select the Package

To initiate the process of creating an electrical certificate, click on the desired option under "**New**" on the main menu:

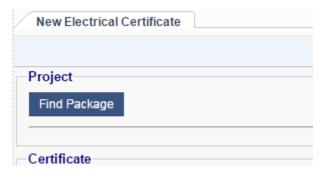


This will display the input form:

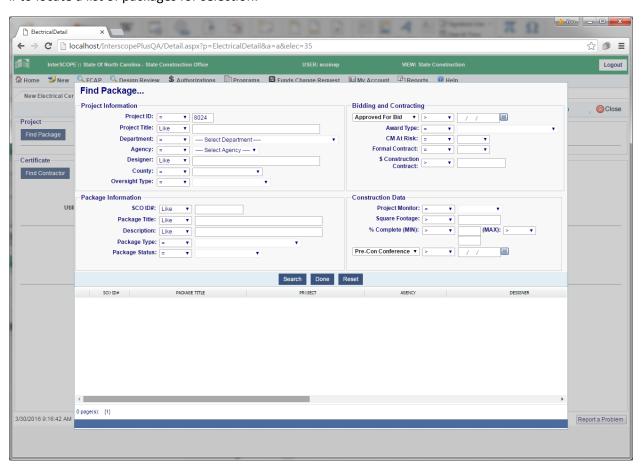


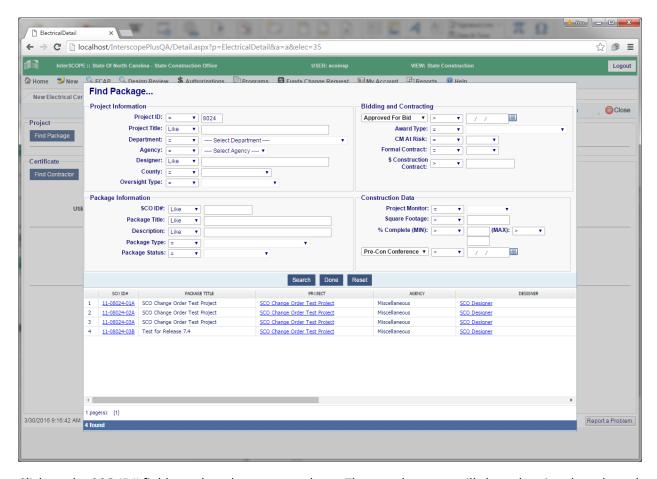
The first step in creating a record is to locate the Package for which this certificate or inspection applies.

Use the "Find Package" button to display the Package Search page for locating and selecting the package.



Enter any search criteria that is useful in locating the package. The following example uses the Project ID # to locate a list of packages for selection:





Click on the **SCO ID#** field to select the target package. The search screen will close showing the selected package on the input screen.

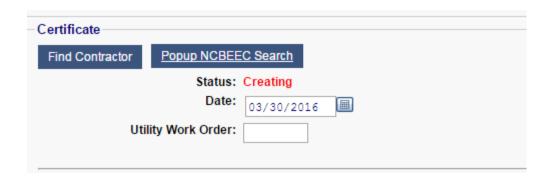
To change the package, simply click on the "**Find Package**" button and repeat the search and selection steps above.



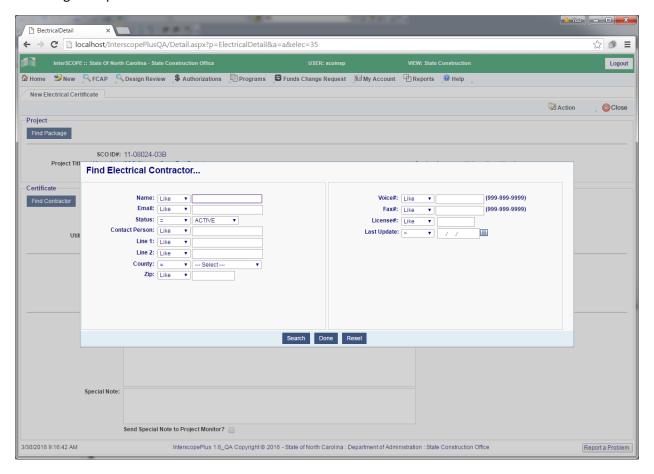
Step 2 – Select the Electrical Contractor

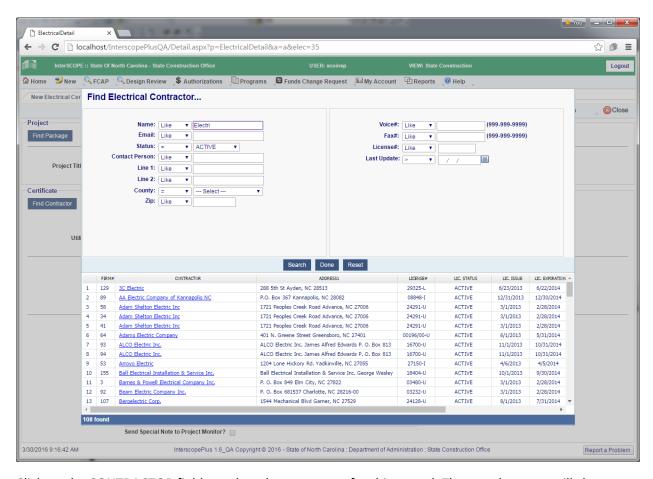
The next step is to select the Electrical Contractor.

Use the "**Find Contractor**" button to display the Electrical Contractor Search page for locating and selecting the contractor.



Enter any search criteria that is useful in locating the contractor in the Interscope database. The following example uses the contractor **Name** to locate a list of contractors for selection:



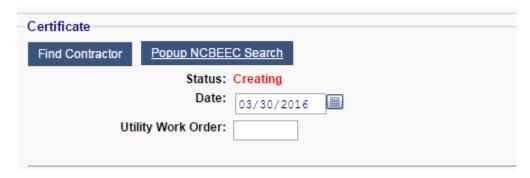


Click on the **CONTRACTOR** field to select the contractor for this record. The search screen will close showing the selected contractor information on the input screen.

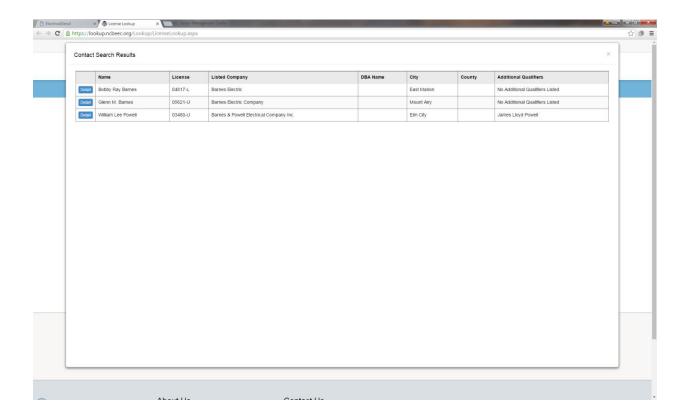


Step 3 – Verify the contractor's license status

To check the current status of the selected contractor's license, click on the "**Popup NCBEEC Search**" button to display a browser tab containing the search page at the NC State Board of Examiners of Electrical Contractors (www.ncbeec.org).



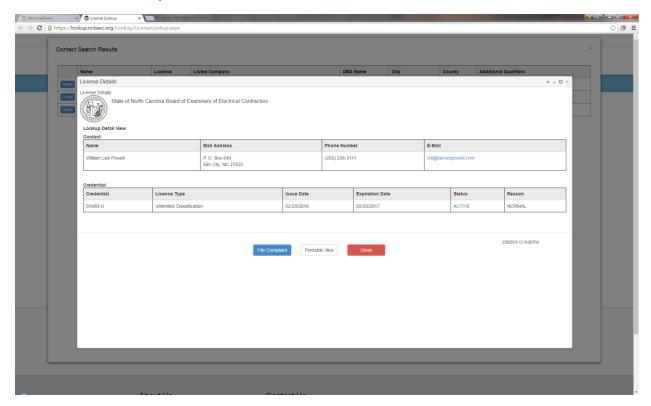
Enter any search criteria that is useful in locating the contractor in the NCBEEC database. The following example uses the contractor **Name** to locate a list of contractors:



Click on the "Detail" button to display the contractor's license status.

Verify that the license status is "ACTIVE" or "ACTIVE IN RENEWAL".

To return to Interscope, click on the browser tab "**ElectricalDetail**". The "License Lookup" tab may remain active for subsequent searches.

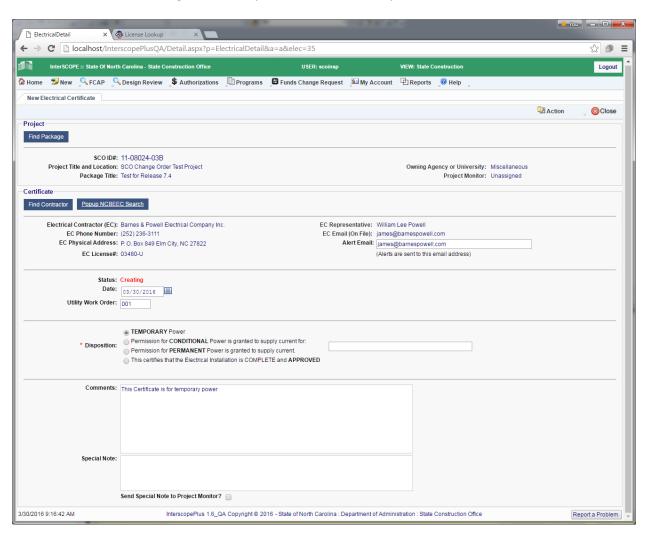


Step 4 – Complete the data entry

Finish entering the following fields on the form:

- Date this field is prepopulated with the current date
- Utility Work Order this field is optional
- **Disposition** this field is required
- Comments this field is required if Disposition = "Approved w/Notes"
- Alert Email this field is pre-populated with the email that is on file for the contractor. If the alert should be sent to a different email, enter this email in the Alert Email field.
- **Special Note** enter any note to be communicated to the monitor assigned to the package. Then check "**Send Special Note to Project Monitor?**" to notify the monitor.

Figure 1 – Completed Certificate ready to be created.



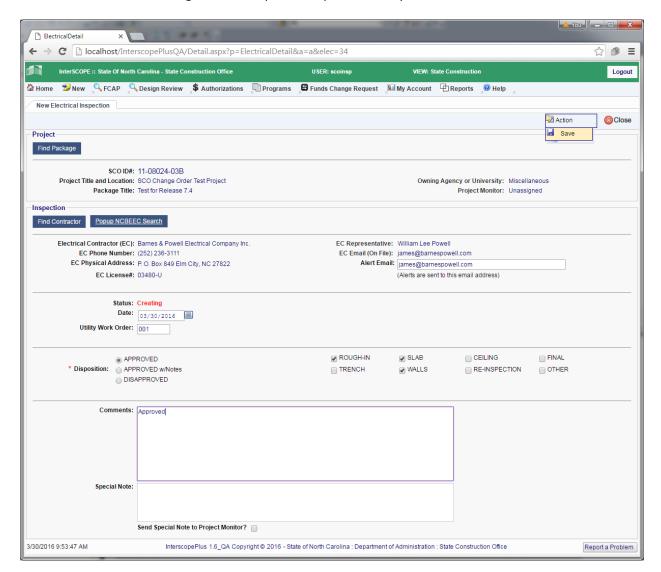
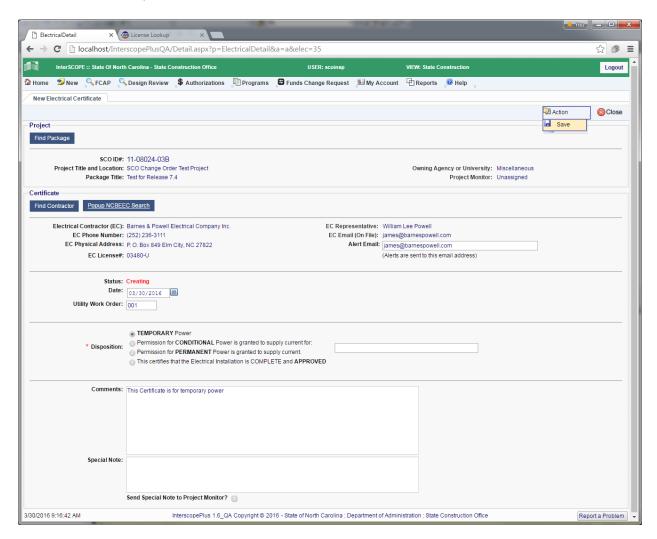


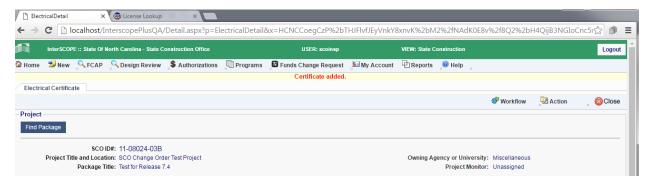
Figure 2 – Completed Inspection ready to be created

Step 5 – Save the record

Click on the "Save" option under the Action menu to create the new record:



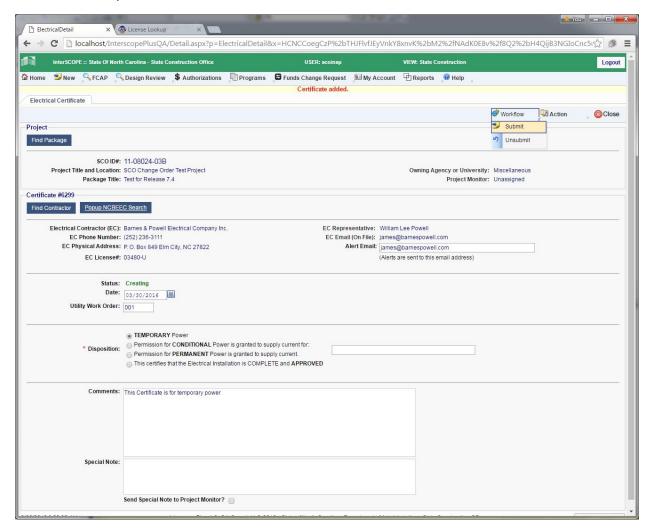
An "... added" message will be displayed:



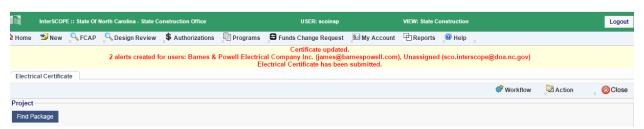
Step 6 – Submit the Certificate or Inspection

To complete the processing of the certificate or inspection, click on the "**Submit**" option under the **Workflow** menu.

This action will finalize the data entry and notify the contractor, designer and project monitor via email alerts of the completed document.

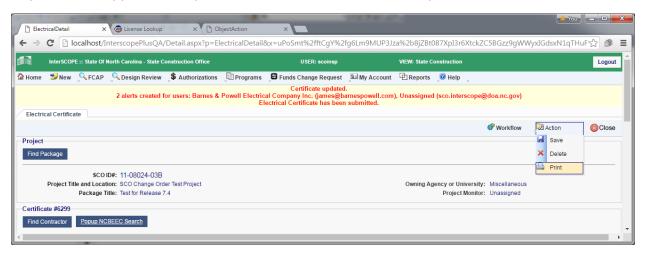


A message will be displayed listing the users alerted:



Step 7 – Print the document

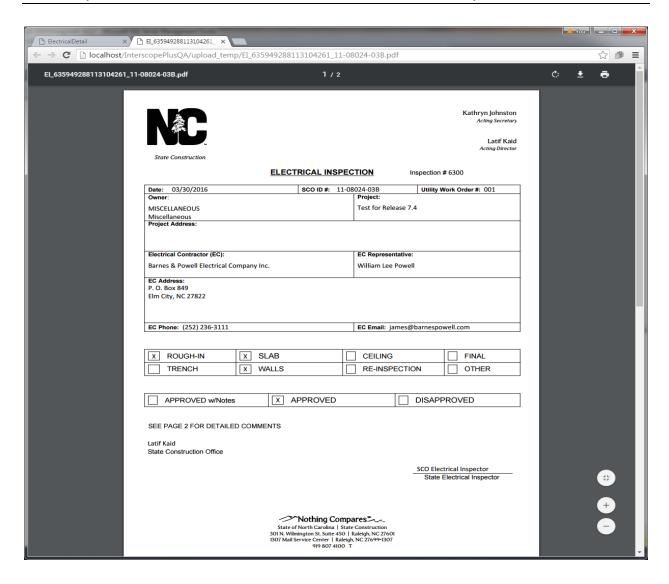
To print a PDF copy of the completed document, click on the "Print" option under the Action menu.



A PDF copy will appear in a new browser tab.

To return to Interscope, click on the "ElectricalDetail" tab.





III. Maintaining Electrical Contractor Profiles

